



CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)	RELEASE DATE:	Monday, June 14, 2010
POSITION TITLE:	Associate Director, Healthcare Invoice, Data and Provider Services (Pending SPB and DPA Approval)	FINAL FILING DATE:	Wednesday, June 30, 2010 <i>or until filled</i>
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	06112010_1

POSITION DESCRIPTION

Under the direction of the Deputy Director of the Financial Management Branch (FMB), the Associate Director (AD) serves as the chief policy advisor for Healthcare Invoice, Data and Provider Services to the Deputy Director. The AD has full responsibility and accountability for the planning, organization, direction and oversight of four Invoice Operations Units, the Third Party Administrator (TPA) Support Unit, the Data Management Unit, and the Business Process Development and Documentation Unit. This position oversees innovative program development and administration, and cross-program coordination to the healthcare invoice and claims processing, including the TPA, and data management functions on a statewide basis. Provides executive management, policy formulation, guidance, consultation, oversight, administration, technical assistance, and interpretation of laws, rules, and regulations; and responds to questions from executive management and oversight agencies. The AD implements all laws and policies with regard to healthcare invoicing and claims payments, data management and reports, and healthcare rate consultation.

The AD is a member of the executive team responsible for providing values-based leadership, direction, support and oversight to staff managing healthcare invoice and claims processing (including the TPA), data management and reports, and oversight activities associated with complex contracted healthcare programs that have statewide impact.

Duties include, but are not limited to:

Establishes policy and procedures governing the payment of contracted and non-contracted medical, mental health and dental invoices and claims, and recommends improvements to increase the effectiveness of the function. All policies and procedures must be in compliance with Federal, State, and Department laws, regulations, and rules.

Ensures healthcare invoices and claims processed by State and TPA staff are in compliance with industry standards, the State Contracting Manual, Government Code, Public Contract Code, Labor

Codes, and other technical, regulatory, and procedural requirements. Responds to and confers with management, the TPA and providers regarding complaints, provides oversight to the department's healthcare invoices and claims and payments.

Provides policy direction and ensures the two year post-audit and on-going audit of payments are in compliance with industry standards, the State Contracting Manual, Government Code, Public Contract Code, Labor Codes, and other technical, regulatory, and procedural requirements. Responds to and confers with management and the contractor regarding approach for recovery as well as identification of providers to recommend for contract management.

Provides policy direction in the design, testing, implementation, and evaluation of healthcare services databases and tables. Directs the development of mandated reports, including statistical data analysis to track trends, usage, and cost analysis for medical, mental health and dental services. Direct the completion of special studies, reports, and briefing documents related to payment trends to identify possible health related issues and assist in the negotiations of healthcare contracts. Direct the review and evaluation for the design and testing of new and/or updates to systems as needed. Recommends changes in policy and procedure to increase efficiency and ensure compliance with applicable laws, rules, and regulations.

Provides executive policy advice and consultation to department executives and management regarding healthcare industry rate standards such as Medicare. Confers with regulatory agencies to determine the guidelines for potential inmate Medi-Cal eligibility.

Direct the Section's Fiscal, Personnel (Human Resources), Business Services, Telecommunications, and Information Technology activities. This includes preparation of Budget Change Proposals, expenditure reports, and service contracts. Acts on behalf the FMB Deputy Director in meetings, policy development and procedures, project coordination, and administrative functions within the Executive Office, CDCR, healthcare providers, and the public on prison healthcare issues.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Experience at the managerial level in strategic planning, performance measurement, benchmarking, and organizational development.

Experience at the managerial level working with high level administrators on sensitive and complex procurement issues and contract management issues.

Experience at the managerial level presenting program issues before various control agencies, the Legislature, client organizations, interest groups and/or the public.

Demonstrated ability to apply new ways of thinking, solving problems, creating new ideas and developing new approaches to achieve the Department's mission.

Experience at the managerial level in leadership of a large, multi-functional organization utilizing matrix management and/or integrated teams.

Experience at the managerial level building strong business relations internally and externally that add value to the organization.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Healthcare Invoice, Data and Provider Services (Pending SPB and DPA Approval)**, with the **CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA)**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Allison Sanjo | 916-445-1694 | allison.sanjo@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to Human Resources, located at 501 J Street, Suite 350, Sacramento, CA. (**Please note, our office will be closed for business on Friday, June 18, 2010)

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>